

# **JOINT CITY-COUNTY AIRPORT BOARD**

## **Minutes of Meeting**

**Monday, November 9th 2020 at 10:00 a.m.**

**Columbus City Hall**

**408 E 1<sup>st</sup> Ave N**

**MEMBERS PRESENT:** Rich Cowger (Chairman) via phone, Jay Baum (Vice-President), and Doreen Stockdale

**MEMBERS NOT PRESENT:** Mary Kuehn, Dennis Holten

**STAFF:** Christine Baker Stillwater County Planning

**OTHERS:** Hardin Graham, Airport Manager

**I. CALL TO ORDER.** Jay acting as Chair called the meeting to order at 10:17 am.

**A. Public Comments.** No public comments.

**B. Disclosures of Conflicts of Interest and Ex Parte Communications.** No conflicts of interest or ex parte communications at this time.

### **II. MINUTES APPROVAL.**

**A.** Doreen made the motion to approve the July 13th, 2020 meeting minutes, Rich seconded; with all in favor motion carried.

**B.** Doreen made the motion to approve the Special Meeting minutes, Rich seconded; with all in favor motion carried

### **III. NEW BUSINESS:**

**A. Approval of Extension for Kent William's Hangar Lease.** The Board reviewed the lease extension of Kent William's Hangar. Rich made a motion to approve the extension of Kent William's lease, Doreen seconded; with all in favor, motion carried.

#### **B. Disadvantaged Business Enterprise (DBE) Program Goals FY 2021-2023.**

The Board discussed the DBE Program Goals FY 2021-2023. Christine had Heather Mosser and Katie Barry from Morrison- Mairele (M&M) on standby via phone for any questions. The Board felt they had a good understanding of the program and did not have additional questions for the M&M Airport Engineers at this time. Rich made a motion to approve the DBE Program Goals FY 2021-2023, Doreen seconded; with all in favor motion carried.

### **IV. UNFINISHED BUSINESS:**

**A. Morrison-Mairele Agreements.** These agreements are still with M&M attorneys.

**B. Equipment Use Agreement and Waiver of Liability.** The Board reviewed the draft Equipment Use Agreement and Waiver of Liability that was proposed as a solution to equipment being checked out and returned broken and the possibility of liability should injury occur during the use of equipment. Hardin stated that since locking the door to where the equipment is kept, it has resolved the issue. Rich believed that the workman's comp insurance for the Volunteers resolved the need for a Waiver of Liability. The Board felt there was no need to implement draft Equipment Use Agreement and Waiver of Liability at this time.

**C. Hangar Leases:** Nothing new at this time. The Board requested to follow up with the City Clerk and get an update on the progress for the next Airport Board Meeting.

**IV. MANAGER'S REPORT:** Hardin advised the Board that a deer had managed to get into Airport but eventually found its way out. Hardin discussed the Equipment Use Agreement and said that he had no further issues with broken or missing equipment since he began locking the door. Hardin said he was concerned that there was currently only 1 key to that door and hasn't been successful in locating additional sets that were originally made. He also stated that the locksmiths he had contacted were unable to make additional copies of the key. Jay stated that the door needed to be rekeyed. Hardin said that he would attempt to locate the missing keys and try additional locksmiths to see if they could make copies. Hardin reported that the Weed Department sprayed the alfalfa twice and made minimal impact on stopping the growth. Future plans are to spray periodically throughout next summer to have more impact. Hardin informed the Board that he had plowed snow once due to an early winter storm. He also reported that the runway lights had failed and traced the issue back to the remote radio. Hardin attempted to access the radio and the key would not unlock the radio lock box. Hardin disassembled the lock box to recycle and reboot the system, resolving the issue.

**VI. FINANCE REPORT:** The Board reviewed the Finance Reports provided by Joe Morse, Stillwater County Finance Director. The Board had questions on the reports and wanted further clarity. Christine said she would reach out to Joe and see if he could attend the next meeting either in person or via phone to answer Revenue and Budget questions.

**VII. ITEMS FOR NEXT'S MONTH AGENDA:** Hangar leases, M&M Agreement, Finance Review.

**VIII. ADJOURN MEETING:** Rich made the motion to adjourn the meeting. Doreen seconded; with all in favor, motion carried. Meeting was adjourned at 11:10 a.m.

The next meeting will be on Monday, December 7th, 2020 at 10:00 a.m. at City Hall.

Christine Baker  
Planning Department